

TOWN OF NEW BOSTON, NEW HAMPSHIRE
REQUEST FOR PROPOSALS (RFP)
FOR MUNICIPAL ON-CALL CONSULTING ENGINEERING SERVICES

7 Meetinghouse Hill Road, PO Box 250
New Boston, NH 03070

The Town of New Boston is soliciting Proposals from experienced and qualified professional engineering firms to provide on-call municipal engineering services. These services may include subdivision plan review, roadway plan review, stormwater and drainage report reviews, environmental permit application preparation, and construction inspections for subdivisions and site plans.

Proposals must be received at the New Boston Town Hall no later than April 6, 2018 at 4:00 p.m. Proposals received after this time shall not be considered. Questions on the RFP shall be directed to Shannon Silver, Planning Coordinator no later than March 30, 2018 at 1:00 p.m.

The Town of New Boston reserves the right to accept or reject any or all Proposals and to waive minor informalities in Proposal submissions as it deems to be in the best interest of the Town. The Town assumes no responsibility or liability for costs incurred by those responding to this RFP or any subsequent information requests.

Should the Town agree to accept any Proposal, the Town will enter into a contractual agreement for a period of two (2) years following contract award. The Town of New Boston reserves the sole right to renew the contract for an additional one (1) year period. Upon contract expiration or termination, any task orders already underway will be completed as agreed.

BACKGROUND

The Town of New Boston is located in Hillsborough County. The Town has a total area of 43.2 square miles, of which 42.8 square miles is land and 0.4 square miles is water. The Town is bordered by the towns of Weare to the north, Goffstown and Bedford to the east, Amherst and Mont Vernon to the south and Lyndeborough and Francestown to the west. The population of the town is approximately 6,000 residents.

In the past five years, New Boston has approved approximately 25 subdivisions (including lot line adjustments), two of which included new road construction with several of those projects on-going.

SCOPE OF WORK

The Town intends to select one professional engineering consulting firm to assist the Town with the various planning, design, engineering, permitting, and construction assignments that are determined by

the Town to be projects that are assigned to the municipal on-call consultant. The typical services include:

- Peer review of drainage calculations and reports and stormwater management reports, studies and plans for subdivisions and site plans;
- Review of roadway construction plans that are submitted as part of a subdivision plan or site plan;
- Construction inspection and oversight during roadway construction and/or drainage and stormwater management improvements that are part of an approved subdivisions plan or site plan. Typical construction services include:
 - Conducting pre-construction meetings, including agenda preparation and meeting notes;
 - Periodic site inspections to ensure conformance with the approved plans;
 - Review proposed field changes and change orders during construction and seek Planning Board approval as needed;
 - Submittal and shop drawing reviews;
 - Erosion control monitoring during installation, periodically throughout construction, following storm events in accordance with SWPPP;
 - Clearing and grubbing layout/control and monitoring;
 - Grading oversight, including material testing, layout, placement, and compaction testing;
 - Utility construction oversight, including water, sewer/septic, drainage, and public utility modifications;
 - Roadway materials oversight, inspection and testing, including subgrade, gravel, pavement, curbing, guardrail, fencing, signs, and pavement markings;
 - Site restoration including turf establishment/soil stabilization, landscaping, and lighting;
 - Participate in final site walks and prepare punch lists for items required for successful completion of the approved work;
 - Review as-built plans submitted as a requirement of compliance and provide a compliance report to the Planning Board and Applicant; and
 - Other geotechnical services as required.
- Review of security and bonding estimates prepared by the Applicants' professionals, including requests to reduce or remove security;
- Attend meetings of the Planning Board upon request (the New Boston Planning Board typically meets every second and fourth Tuesday beginning at 6:30PM);
- Coordinate with the New Boston Planning Department for all other activities as required and as directed.

INSTRUCTIONS TO PROPOSERS

1. In the performance of the services requested, the consulting engineer shall be an independent contractor. The consulting engineer shall perform the services on behalf of the Town and will act as the Town's agent and representative.

2. The consulting engineer shall disclose any existing or prior financial, business, or other relationships with the Town of New Boston, including any familial relationships with employees of the Town of New Boston.
3. The Town may request supplemental information to be furnished to the Town to assure that the Proposer has the technical competence, the business and technical organization, and the financial resources adequate to successfully perform the necessary work.
4. This supplemental information **may** include an on-site interview with a selected short list of Proposers at the Town's sole discretion. There will be no reimbursement for expenses incurred as a result of the Proposal or for the interview.
5. All proposal material shall be presented in an organized and clear manner.
6. Questions arising from this RFP shall be submitted to the Town in writing (email acceptable). Questions must be received by the date provided. Responses and RFP clarifications will be made available on the Town's website with the RFP.
7. Each Proposer shall acknowledge any and all addenda issued to this RFP in the Cover Letter.
8. Each Proposal submitted by interested firms shall remain valid for 120 days from the RFP deadline.
9. Each Proposer shall be presumed to have read and be thoroughly familiar with these documents. It is further presumed that the Proposal has been submitted in good faith and that the Proposer has not colluded with any other individuals, firms, or corporations in creating the submitted Proposal.
10. The Proposals will be reviewed by a selection committee appointed by the Town. The judgment of the evaluators will be based on the evaluation criteria established in this RFP and shall be final.
11. Any contract resulting from this RFP may be awarded to the Proposer whose qualifications are deemed to be most advantageous to the Town.
12. The Town of New Boston is likely to seek funding from the NHDOT State Bridge Aid program. Proposers should include any experience with state-funded bridge projects.

MINIMUM QUALIFICATIONS

The selection committee may reject any Proposal that does not meet the following minimum requirements:

1. Proposing consulting firms shall have a minimum of five (5) years of experience in consulting services in the State of New Hampshire. The Proposal shall include references from a minimum of three clients who can attest to the Proposer's experience.
2. Proposers shall be legally authorized by the New Hampshire Secretary of State to conduct business in the State of New Hampshire. Proof of authorization shall be submitted upon notice of award prior to any contract stemming from this RFP.
3. Proposals will be accepted from a qualified business, corporation, partnership or firm who normally furnishes such services as a principal activity for the company. The Proposer shall submit a description of at least four (4) similar projects that demonstrates experience in the work included in the scope of work.

4. The Proposer shall establish a Project Manager who shall be a Professional Engineer licensed in the State of New Hampshire. This Project Manager shall demonstrate similar experience on at least one of the similar projects included as proof of experience.

PROPOSAL SUBMISSION REQUIREMENTS

Proposals submitted in response to this RFP shall meet the following submission requirements:

1. Cover Letter – Not to exceed one page and including a statement that the submitted Proposal is in response to this RFP and all of the published addenda. The Cover Letter shall indicate the Project Manager.
2. Project Understanding and Approach – Not to exceed two pages.
3. Company/Team Profile – Company/Team Profile shall include a list of the Key Staff and their roles on the project. Not to exceed three pages.
4. Relevant Project Experience – Minimum of four (4) similar projects, at least one of which the designated Project Manager had a similar role. Focus should be on municipal consulting engineering. Project experience should include the client's name, dates services rendered, and a description of the typical services. Not to exceed four pages.
5. Client References – A list of references with contact information for clients for whom similar work has been provided over the last five years. Not to exceed one page.
6. Fee Schedule – A schedule of hourly billing rates for Key Staff. Shall include at a minimum the Project Manager, Project Engineer(s), and Construction Inspector(s). The fee schedule shall designate any roles that will be assigned to a sub-consultant. The fee schedule shall also include any reimbursable expenses. Not to exceed one page.
7. Appendix – The Proposal should include an Appendix which includes these mandatory and optional items (the Town has no obligation to review the optional items and they will not be part of the selection committee's scoring):
 - a. Mandatory: Resumes for Key Staff – Resumes for up to eight Key Staff that will be assigned to this project. Key Staff shall be identified in accordance with the billing rates included in the Fee Schedule. Each resume shall be limited to one page, except the Project Manager, which shall be limited to two pages. Each resume shall include the following:
 - i. Years of Experience with similar work;
 - ii. Years with the Firm;
 - iii. NH Licenses, registrations, and certifications; and
 - iv. Role and experience with similar projects.
 - b. Mandatory: Copies of all applicable certificates of insurance to include:
 - i. \$1,000,000 General Liability
 - ii. \$1,000,000 Professional Liability
 - iii. Worker's Compensation
 - c. Optional: Other firm services not included in the Scope of Work that have been undertaken for New Hampshire municipal clients

8. Eight hard copies of the Proposal and one electronic PDF copy shall be submitted by the deadline indicated. The Proposals shall be clearly labeled "Consulting Engineering Services Proposals" and delivered to:

Town of New Boston
Consulting Engineering Services Proposal
7 Meetinghouse Hill Road
PO Box 250
New Boston, NH 03070